



**Member Handbook**  
BAY AREA  
*Youth Symphony*

## **General Information**

***Mailing address:***

Bay Area Youth Symphony  
2323 Clear Lake City Blvd., Suite 180, Box 240  
Houston, TX 77062

All concert, membership, and sponsorship information:

[www.BayAreaYouthSymphony.org](http://www.BayAreaYouthSymphony.org)

***Rehearsal Location:***

Westbrook Intermediate School  
302 West El Dorado Blvd.  
Friendswood, Texas 77546

***Symphony Conductor:*** Trond Saeverud [saeverudt@yahoo.com](mailto:saeverudt@yahoo.com)

***String Conductor:*** Tom Dinardis [tdinardi@ccisd.net](mailto:tdinardi@ccisd.net)

***Preparatory Conductor:*** Angela Badon [abadon@pasadenaisd.org](mailto:abadon@pasadenaisd.org)

***Bay Area Chamber Music Festival Coordinator:*** Brandon Cornett  
[bcornett@ccisd.net](mailto:bcornett@ccisd.net)

***Bay Area Youth Symphony Board and Directors:***

President: Robert, Marshall, CPA  
1<sup>st</sup> Vice President: Michaela Searforce  
2<sup>nd</sup> Vice President: open position  
Treasurer: Ellen Snook  
Secretary: Linda Peters  
Parliamentarian: Lane Lowrey  
Webmaster: Anne McLaughlin  
Artistic Director: Trond Saeverud  
Administrative Assistant: Karen Dinardis  
Hospitality Chair: Cheryl Marshall  
Solo Competition Accompanist: Annette Chan

## Tuition

Tuition covers rehearsal costs, facility rental fees, sectional coaches, clinics, BAYS t-shirts, concert programs, concert venues, music, photocopies, website and other fees or services paid out through BAYS for the season. Symphony tuition is \$570 per student. Preparatory and String tuition is \$400 per student.

**Check payments must be made payable to Bay Area Youth Symphony. Payment of all or any portion of tuition constitutes acceptance of membership in BAYS and no tuition refunds will be made.**

## Financial Assistance

**No student will be excluded from BAYS due to financial need. Financial aid is available to all students in the form of partial or full tuition, not including the \$30 application fee.** All students must first pass an audition before requesting aid. All financial assistance instructions and applications are available on the BAYS website and must be submitted by the due date. Applicants should follow instructions carefully and state the amount of need which a BAYS executive board member will review. Financial assistance does not affect the standing or eligibility of a member in any way. Recipients will be asked to assist BAYS in some way (finding business sponsors, volunteer for a BAYS committee such as fund raising, advertising or concert assistant). All financial concerns are strictly confidential and will only be used for reference with BAYS tax liabilities and filing verification. Consistent student absences at rehearsals will affect student eligibility for financial aid. Financial aid applications will not be accepted after the due date.

## Sibling Discount

Sibling Discount: BAYS offers a sibling tuition discount as follows:

- 1st child beginning in the fall: pays full tuition
- 2nd sibling beginning in the fall: \$50 discount
- 3rd sibling beginning in the fall: \$100 discount
- 4th sibling beginning in the fall: \$150 discount

\*Full payment of tuition is expected up front for each student. Sibling discounts are provided to members in the form of a check refund within 30 days of full payment of tuition. Discounts given to siblings joining after the start of the season are prorated.

## Rehearsal Etiquette and Punctuality

Each student is expected to come prepared to every rehearsal and bring his/her instrument, music, pencil and provide their utmost attention, concentration, and cooperation. Rehearsals will be held on Sunday at Westbrook Intermediate School located at 302 West El Dorado Blvd. at the following times:

**Symphony Orchestra 1:00 - 3:30 (tuning at 1250**

**String Orchestra 1:50 – 3:10 (tuning at 1:40)**

**Preparatory Orchestra 1:50 – 3:10 (tuning at 1:40)**

\*Students must be picked up within 15 minutes of the end of their rehearsal.

There may be some Friday evening rehearsals this season. Please refer to the BAYS website calendar for dates and times. Students will arrive **at least 15 minutes prior** to their rehearsal time for attendance, set-up and tuning. Rehearsal will begin promptly at the assigned time and all students are expected to be tuned, seated, and ready to play. Parents are expected to help students organize and finger all music and stay during rehearsals for elementary aged students. For the complete BAYS season calendar please visit [www.BayAreaYouthSymphony.org](http://www.BayAreaYouthSymphony.org).

## Concerts and Required Concert Uniform

All concert information is available on the BAYS website. Admission to BAYS concerts is free with the possible exception of any partnership concerts with the Houston Symphony or Galveston Symphony. Symphony men will wear a tuxedo or black suit, white tuxedo shirt, black bow tie and cummerbund and black socks. Symphony ladies will wear a sleeved, full-length black dress or sleeved black blouse with black full length skirt or black dress slacks with black hosiery.

Preparatory and String Orchestra boys will wear a white dress shirt with black tie, black dress slacks and black socks. Preparatory and String Orchestra girls will wear a white, sleeved blouse with a black skirt or black slacks. Any dress that has bright white on top and black on the bottom may also be worn. Students should refrain from wearing strong fragrances. Spaghetti straps, black jeans and halter tops are inappropriate and not permitted. **All skirts and dresses must fall below the knee when sitting.** All students are required to wear black dress shoes.

### **Attendance**

It is important that students attend all rehearsals. A sign-in sheet will be provided at every rehearsal to keep a record of attendance and students are expected to sign in only themselves upon arrival. Members should notify the conductor by e-mail stating name and date of absence as soon as possible for any rehearsal they expect to miss. Members who are absent from more than two rehearsals may not be permitted to perform at the concert, at the discretion of the conductor. Consistent absences may result in removal from the organization without a refund of tuition or fees. In the event of a schedule change or cancellation, every effort will be made to notify the members.

### **Equipment and Music**

Music will be provided by the conductor. Students will provide their own 1/2" or 1" black binder with their full name printed legibly on the inside cover. Students are required to bring this music binder to each rehearsal and concert and keep it organized. If the need arises for an additional music copy, please notify your conductor by e-mail no later than 24 hours before the next rehearsal. Originals will be kept at the site with the conductor. Music will not be copied during scheduled rehearsal time. Large percussion instruments will be provided. Students are responsible for mallets, sticks and small accessory percussion needs. Cellos and basses will need to provide their own roc-stops.

### **Placement and Seating**

Students have been placed in the orchestra level based on their audition. Placement into BAYS is not based on ethnic, religious or financial background. Chair placements are determined by the audition, chair tests and/or rotation may be adjusted accordingly by the conductor during the course of the season. Decisions made by the conductors are final. BAYS does not offer an appeals process for decisions set forth by the conductors, staff or BAYS board members.

### **Audition Information**

All new and returning members will submit an application with the \$30 fee. Students making the TMEA All-State ensembles the previous season are automatically accepted into the Symphony Orchestra. These students will need only to submit an application, \$30 fee, and proof of All State membership. Students requesting membership into Symphony will be accepted until all positions are filled. New applicants will complete the audition process and will be notified of the orchestra placement. Current Preparatory or String members wishing to move up a level must also complete an audition. Specific dates and information regarding auditions is available on the BAYS website. Students are strongly encouraged to dress for success and respect and choose dressy-casual clothing that will be comfortable to perform their audition in. It is recommended that the student refrain from wearing strong fragrances, hats, bandanna's, sneakers, jeans, shorts, tee-shirts, or flip-flops to the audition. For additional information please visit [www.BayAreaYouthSymphony.org](http://www.BayAreaYouthSymphony.org).

### **School Participation**

BAYS requires its members to participate in their school orchestra or band whenever such ensembles exist. The name, e-mail and phone number of the musician's school music director is required on the BAYS application in order to participate. Students not participating in their school orchestra or band music program will not be permitted in BAYS unless the student has chosen school music as first choice and the school is unable to place him/her because of scheduling conflicts. Only then the student may be exempt from participation in the school music program. The student will need a letter from a school official and orchestra or band music director verifying this to be true. The BAYS program is designed to supplement, not replace, the area public and private school orchestra and band programs. BAYS will be the primary contact and will confirm an applicant's membership in their school music program, if applicable. BAYS reserves the right to uphold these rules put in place by the board.

## **Student Disciplinary Action and Dismissal**

A musician may be dismissed from BAYS for any of the following reasons but are not limited to:

- Excessive absences without notifying the conductor or persistent tardiness
- Willful violation of stated orchestra rules or policies and any behavior which harms another member of BAYS
- Engaging in illegal activities or undisciplined behavior while participating in BAYS
- Failure to maintain the musical standards of the ensemble or any behavior which disrupts rehearsal or a performance
- Exhibiting disrespectful or non-supportive behavior towards any BAYS member, volunteer or conductor
- Non-participation in applicable school music program

## **Student Disciplinary Action and Dismissal continued**

Dismissed members will not be refunded their tuition or be eligible to receive any scholarship award. Prior to dismissal, the player shall be advised on at least two occasions of dissatisfaction with either his/her personal conduct or musical performance. The parent(s) or legal guardian may request a meeting with the BAYS conductor and the dismissed student. In the case of causing physical harm to another member of the orchestra, a warning will not be issued before dismissal.

## **Student Cell Phone and Electronic Device Policy**

Students are prohibited from displaying or using cellular phones or other electronic communication devices during rehearsal unless specifically authorized by their music conductor. Using any device that permits recording the voice or image of another in any way that either disrupts the rehearsal environment, invades the privacy of others, or is made without the prior consent of the individuals being recorded is strictly prohibited. A student in violation of this policy is subject to having the device confiscated. The confiscated device may be released to the student's parent/guardian or student only at the end of rehearsal. Bay Area Youth Symphony volunteers, board members, administrators, and CCISD is not responsible for damaged, lost, or stolen equipment or devices.

## **Annual Fund Raising and Season Finale Auction**

Throughout the season our organization must meet costs necessary to make our organization run. Our tuition does not cover all expenses and therefore BAYS must supplement with annual [enrollment of members in the Kroger Community Rewards program](#), selling [sponsorships and ads in our concert programs](#), [Amazon Smile sign up](#), Season Finale auction and other donations.

**BAYS Solo Competition Eligibility and Requirements:** Please visit: <https://www.bayareayouthsymphony.org/competition/>

**Bay Area Chamber Music Festival:** Please visit: <https://www.bayareayouthsymphony.org/bay-area-chamber-music-festival/>

**FACEBOOK:** Bay Area Youth Symphony has a FACEBOOK page. We will make announcements and spread good news about competitions, festivals, scholarships, and awards on this site. <https://www.facebook.com/bayareayouthsym>